



# *City of Seat Pleasant*

*Office of the City Council*

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## **A CITY OF EXCELLENCE SMART CITY**

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”**

**Department Name: Council Clerk**

**Date of Report: April 30, 2018**

**Reporting Period: April 1-April 27, 2018**

**Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

- Scheduled and Attended meeting with Economic Development Committee(EDC)
- Prepare notes from EDC meeting
- Attended Seat Pleasant Day Planning Meeting and took notes for City Administrator
- Contacted schools for Volunteers for Seat Pleasant Day
- Communicated with Ms. Kittrell to reserve Activity Center for Ward Meeting
- Council Clerk contacted speakers for April Ward Event
- Communicate with Public Works for set up of Ward Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward II and V Combined Ward Meeting
- Attend Combined Ward Meeting
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of April
- Attend Regular Work and Public Sessions for the month of April
- Attend Budget Hearing
- Attend Luncheon for Senator Ben Cardin w/ Councilmember Porter
- Prepare thank you letters and mailed out to residents for attending the ward meeting
- Update budget (Professional Development) spreadsheet for City Council
- Attend Senator Benson 202 Coalition Meeting
- Communicated with Ms. Kittrell to book activity center for Ward Meeting in May
- Contact vendors for May Ward meeting
- Communicated with Councilmember Solomon regarding PGCMA Meeting to be hosted by Seat Pleasant
- Contact local churches for representative to do invocation for Monthly Sessions
- Update Ward Sign-In spreadsheets
- Contacted Vendors for MML Accommodations for Councilmember

- Contact MML regarding cancellation of registration for Councilmember
- Prepare P.O for the City Council and Council Clerk MML accommodations
- Contact Ms. Kittrell at the Activity Center to reserve room for Prayer Brunch
- Process Purchase request for Ward Meeting reimbursements
- Communicated w/ representatives for LGAC training
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting